

University of Calgary Faculty of Veterinary Medicine Clinical Skills Building Necropsy Room Use By Non-DSU Personnel for Research Activities

The CSB Necropsy Room is managed by the DSU and serves as UCVM's primary service and teaching necropsy room. It is required to comply with federal and provincial legislation including the Human Pathogens and Toxins [Act](#) and [Regulations](#), Health of Animals [Act](#) and [Regulations](#) and [Canadian Biosafety Standards](#) (CBS). Health and safety is governed by the [Occupational Health and Safety Policy](#) and the University has established an [Occupational Health & Safety Management System](#) (OHSMS) to protect the occupational health and safety of the University community. The [Biosafety Program](#) is designed to promote and monitor compliance with acts, regulations, directives, standards and guidelines issued by federal and provincial regulators, and other parties with oversight over biosafety and biosecurity.

Under the CBS, the necropsy laboratory is a Containment Level 2 laboratory designated to receive unknown diagnostic and research specimens containing known Risk Group 2 organisms. Laboratory policies, access requirements, and operational practices govern the laboratory to ensure compliance with all applicable legislation. Guiding principles are the safe and equitable use of the space within legislative and University policy.

Access is only allowed during normal DSU operating hours, 8:30 am to 4:00 pm Monday to Friday, excluding U of C holidays and closures. Access outside of these hours will not normally be granted. If experimental design requires out of hours use of the facilities, advanced approval from the Director, DSU is required. When access is required outside of normal operating hours, the researcher will be responsible for all over-time costs associated with the requirement for necropsy personnel to be present. Emergency necropsies cannot be accommodated outside of DSU operating hours.

Laboratory Policies and Locations:

Please refer to the attached working alone and after-hour operations policies which apply to rooms CSB 185, 185A, 185B, 185C, 183, 183A, 183B, and 183C.

General Operating Principles and Practices:

- Access to the necropsy room for research activities is scheduled to minimize conflict with teaching activities and provision of diagnostic service.
- Access to the necropsy room is controlled and keys are provided only to DSU personnel.
- There are fees associated with use of the facility and personnel in the necropsy room (see Research Fee Schedule).
- Activities in the DSU are governed by Standard Operating Procedures (SOPs) designed to protect the health and safety of occupants and ensure the diagnostic integrity of submissions.

- DSU safe operating practices must be observed at all times.
- DSU necropsy technical staff must be present in the necropsy room at all times when the room is in use.
- Specialized equipment such as the bandsaw, the biodigester, the forklift, and the hoist must only be operated by DSU personnel.
- DSU necropsy technical staff will provide basic services including weighing of carcasses, placement of carcasses on work surfaces, disposal of waste and clean-up covered under the basic service fee. More specialized technical services are charged at the necropsy technical support hourly rate (see Research Fee Schedule).
- Consumables required must be provided by the researcher or in some instances can be accessed through the DSU for an additional fee.
- DSU certification and SOPs do not allow for submission of known specimens containing Risk Group 3 organisms. However, it is recognized the unexpected Risk Group 3 pathogens may occasionally occur as part of natural disease processes. DSU necropsy personnel must be **immediately notified upon suspicion** of a Risk Group 3 pathogen during any point in a necropsy or other procedure.
- All submission or sample related procedures in the necropsy lab must be finished no later than 4:00 pm to allow for clean-up by DSU staff. Particularly lengthy clean-up may require stopping procedures earlier.
- Vaccinations are required for researchers working in the necropsy area as outlined in the U of C Immunization Program. Proof of immunization may be required.
- Failure to complete required training, follow required health and safety policies or procedures, or the inability to demonstrate required competencies may result in suspension of privileges to use the necropsy facilities.

Approval Requirements for Access:

- Researchers requesting access to the necropsy room must contact the DSU Manager (or other designated DSU contact) at least 1 month in advance and submit a CSB Necropsy Room Access Request form. For experiments with specific end dates, it is recommended that access be requested prior to starting the experiment as access may not be available on specific days, particularly if there are specific requirements regarding other activities in the necropsy room.
- The Access Request form includes information on the proposed research, evidence of required biosafety permits and animal care protocols, when access is needed, who will be accessing the space, and any special requirements for equipment or training.

- Principal Investigators (PIs)/supervisors will provide their biosafety permit indicating the necropsy room on their list of designated research areas.
- The request will be reviewed by the Director, DSU (or designate) and confirmation of availability and anticipated charges will be provided within 7 working days. If the request is approved, the PI and any identified workers, including trainees or technical staff, must sign the attached CSB Necropsy Room Use Agreement.
- All persons accessing the necropsy room must complete a training matrix including:
 - Review of Standard Operating Procedures (SOPs) governing the space as provided by the DSU manager. Completion in the past will not automatically allow access in future requests.
 - Sign-off on a DSU training record.
 - Provide relevant U of C training course records.
 - Review and sign-off on the necropsy room agreement.
- All persons are required to attend a brief safety orientation given by the Necropsy Room Supervisor (or delegate) upon first access to the necropsy room.
- In the event that access is denied or is not available, the decision can be appealed in writing to the Dean (or designate) of UCVM within 5 working days of the denial.

**University of Calgary Faculty of Veterinary Medicine Clinical Skills Building
Necropsy Room Use Agreement**

I have read and understand the conditions regarding the use of the CSB Necropsy Room as outlined in this document. I agree that I and all my trainees or technical staff must successfully complete the training required before access is granted and will follow all procedures and protocols required in the space and outlined in this document. I agree to pay all charges that accrue through use of the Necropsy Room, including the basic service fee, personnel charges and consumables. I understand the limitations on access to the Necropsy Room and that I will be responsible for all over-time charges that may result from use of the Necropsy Room outside of standard hours.

I understand that access may be denied if protocols or procedures are not followed or it is determined by the Director of the DSU that research personnel are not appropriately trained, qualified or competent to carry out work in the Necropsy Room.

Name: _____ Signature: _____ Date: _____
Principal Investigator/Supervisor/Researcher

Account for charges: _____ Project end date: _____

Biosafety permit: _____

Animal Care Protocol: _____

This document has been approved by Leadership Council and the University Biosafety Officer.